

The workplace

Lesson code: ADB7-77NE-1SMX

ELEMENTARY

1 Types of workplaces

Write the words below the pictures. Where do you work?

a call centre
an open office



1. _____

a closed office
a retail outlet



2. _____

a factory
a warehouse



3. _____



4. _____



5. _____



6. _____

2 Around the workplace

Where do you usually find these workplace things? Put the words in the correct categories on the next page. Some words can belong to more than one category.

a cash desk
a photocopier
a table

a desk
a price tag
a tray

a machine
a printer
a water cooler

a monitor
a robot
shelves



In an office: _____

In a canteen: _____

In a factory: _____

In a shop: _____

1. I'm a bit thirsty. Where is your _____ ?
2. The manual for the new machine is on one of the _____ .
3. Don't operate this _____ without gloves.
4. How much does this cost? I don't see the _____ .
5. I want to make a copy of this document. Where is the _____ ?
6. This is a self-service canteen. Take a _____ from over there.
7. I can't visit their website because my _____ is broken.
8. If you want to pay for this product, go to the _____ .
9. The salt and pepper are on the _____ .

What do you have in your place of work? Tell your partner.

3 Work life

Match the verbs on the left with the nouns on the right.

- | | |
|------------|--------------|
| 1. sign | a break |
| 2. drink | a conference |
| 3. operate | a machine |
| 4. receive | coffee |
| 5. take | contracts |
| 6. attend | customers |
| 7. fix | phone calls |
| 8. serve | problems |



4 Ask your partner

Work in pairs. Ask questions with 'How often do you?' and the phrases in Exercise 3. In the table, write your answers (e.g. 'sometimes', 'often', 'every day', 'once/twice a day/week/month/year', 'hardly ever', 'never').

A: How often do you serve customers?

B: I serve customers every day.

Task	You	Your partner
sign contracts		
drink coffee		
operate a machine		
receive phone calls		
take a break		
attend a conference		
fix problems		
serve customers		

Report your answers to the class.

